



Wichita Police Department Policy Manual

Approved by: _____

Policy 406 - Traffic Accident Reporting

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Maintained by:
Special Operations

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- 406.01 A Motor Vehicle Traffic Accident involves a motor vehicle in transport, on a traffic-way, with injury to persons or property. All other accidents involving motor vehicles are Vehicular Accidents.
- 406.02 All accidents involving vehicles will be documented by:
- A. WPD Motor Vehicle Accident Reports;
 - B. Witness statements, if applicable;
 - C. Any citations issued; and
 - D. Kansas Motor Vehicle Insurance Verification forms for each driver. NOTE: This form is completed on drivers who display proof of insurance, and those who state that they do not have insurance. Drivers, who state that they have insurance, but do not have proof, shall be issued a citation.
- 406.03 In addition to the above forms, the State of Kansas Motor Vehicle Accident Report Form shall be completed on Motor Vehicle Traffic Accidents when there is:
- A. Death/injury; or
 - B. Hit & run, with solvability factors; or
 - C. DUI liquor/drugs; or
 - D. Damage over \$1,000.
- 406.04 Vehicle accident cases reported on the State of Kansas Motor Vehicle Accident Report Form shall be completed and submitted to Accident Follow-Up and Case Desk during officer's shift. All others shall be routed to Case Desk to be entered.
- 406.05 The Department member investigating a vehicle accident shall include a synopsis, and written narrative including officer's opinion on the cause of the accident on the State Motor Vehicle Accident Report, if used, or on the WPD Motor Vehicle Accident Report.
- 406.06 In accidents involving more than one (1) driver, the investigating officer shall exchange the drivers exchange form/s.
- 406.07 When a vehicle owned by the City of Wichita is involved in any accident, the investigating officer shall complete a State Motor Vehicle Accident Report, with the exception of non-injury, with damage under \$1,000. These accidents will be worked as Miscellaneous Reports, 6105's if they are on private property and 6150's if they are on a traffic-way.
- 406.08 The Emergency Accident Reporting Procedure may be implemented, when necessary, by the Duty Chief. When this procedure is in effect, officers shall be assigned only to traffic accidents, which involve:
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- A. Injury; or
 - B. DUI; or
 - C. Hit and run, with solvability factors; or
 - D. Inoperable vehicles.
- All other traffic accidents shall be reported within twenty-four (24) hours, by the driver(s) involved, at a Patrol Substation between the hours of 8 a.m and 5 p.m Monday through Friday, or on the WPD Web site [www.wichita.gov].
- 406.09 When a victim of a traffic accident calls to make a report, an officer shall not be dispatched if:
- A. The victims have exchanged information, left the scene, and are no longer in contact; or
 - B. The victim is involved in a hit and run accident that occurred overnight or during some lengthier period of time, and there is no physical evidence or license plate information on the run-vehicle. The victim shall be instructed to make a report at any Patrol Substation.